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Reference Circular

From School to Working Life: Resources and Services

National Library Service for the Blind and Physically Handicapped

The Library of Congress
Washington, D.C. 20542

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Date **October 1985** No. **86-1**

INTRODUCTION

Disabled students who are preparing for the transition from high school to working life will find current, practical information in this reference circular to facilitate the transition to higher education or directly to a work situation.

The information is arranged according to three basic transitional models: (1) without special services; (2) with time-limited services; and (3) with on-going services. A fourth section contains information relating to all three models.

For further details about any of the programs or services listed, the appropriate agency or organization should be contacted directly.

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The Office of Special Education and Rehabilitative Services has established a national priority on improving the transition from school to working life for all individuals with disabilities. The concept of three transitional models was presented in a paper published by Madeleine Will, Assistant Secretary for Special Education and Rehabilitative Services, U.S. Department of Education. Portions of her paper are quoted in this reference circular.

I. TRANSITION WITHOUT SPECIAL SERVICES

"The first bridge from school to employment is shared by many individuals with disabilities and their non-disabled peers. Individuals making the transition in this way rely on their own resources or those generally available to all citizens, locating and taking advantage of work opportunities without using special disability services. This is not to say special accommodations for the needs of persons with disabilities are not made, but in this pathway these accommodations are incorporated within generic services. For example, some individuals obtain employment at the end of high school programs using contacts gained through work experience programs. Others attend post-secondary education institutions and gain skills that lead to more advanced employment options. Still others locate their own employment through family contacts, neighborhood networks, or short-term volunteer jobs. The number of disabled individuals who make their own way from school to employment is unknown, although the size of this group probably varies with job availability, quality of schooling, and access to generic services.

"Post-secondary education institutions are a particularly important segment of the generic services that comprise this pathway. Community colleges, vocational and technical schools, and four-year institutions of higher education play important roles in transition of youth without disabilities from school to work. That their potential contribution to those with disabilities is equally as significant has now been shown in many communities."[1]

A. SOURCES OF FINANCIAL AID FOR DISABLED COLLEGE STUDENTS

There are several avenues handicapped students may pursue to secure financial aid for college: federal aid programs available to eligible students through the U.S. Department of Education; state vocational rehabilitation agencies; local level scholarships and grants; and scholarships and aid programs specifically for disabled students.

1. Federal Student Financial Aid

The U.S. Department of Education offers five major financial aid programs for college students:

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[1]Will, Madeleine. Bridges from school to working life. Programs for the handicapped, Mar./Apr. 1984: 1-5.

Pell Grants. Financial assistance for college study. These grants do not have to be repaid.

Supplemental Educational Opportunity Grants. For college undergraduates. These grants are administered by college financial aid offices and do not have to be repaid.

Guaranteed Student Loans. Low-interest loans made for college study by banks, credit unions, and savings and loan associations.

National Direct Student Loans. Loans made for undergraduate or graduate study. Administered by college financial aid offices.

College Work-Study Program. Provides jobs for students who need financial aid to help pay for educational expenses.

Prospective students should obtain an annual publication titled The Student guide; five federal financial aid programs for comprehensive information about the five major student financial aid programs. Request it from the U.S. Department of Education, Office of Student Financial Assistance, Division of Training and Dissemination, Room 4661, ROB #3, 7th and D Streets, SW, Washington, DC 20202. This office also provides a flexible disc recording of information for visually impaired students about the department's student financial aid programs. Write for a free copy of Handicapped students and federal financial aid (1985). Flexidisc.

2. State Sources of Student Financial Aid

Loan and grant programs are available to disabled students at the state level. These programs vary from state to state; students should contact their high school counselor or the Financial Aid Office at prospective colleges for details. The publication, The Student guide; five federal financial aid programs, cited above, also includes information about sources of financial aid in each state.

3. Local Sources of Student Financial Aid

Scholarships designated for students with disabilities are available at the local level from colleges, universities, community agencies, service organizations, corporations, unions, religious organizations, foundations, clubs, and civic and cultural organizations. The Financial Aid Office and the Disabled Student Services Office at each school will have information on available local grants. Prospective college students should also contact corporations, civic groups, religious organizations, and chapters of service organizations in their communities for information about scholarships. Service organizations

that traditionally offer scholarships are Kiwanis International, Lions Club International, Federation of Women's Clubs, Elks Foundation, Rotary Foundation, and the American Legion.

4. National Scholarships and Aid Programs for Disabled Students

a. National Scholarships for Physically Disabled Students

Alexander Graham Bell Association for the Deaf, Inc.
3417 Volta Place, NW
Washington, DC 20007
(202) 337-5220

Scholarships are available for profoundly deaf students attending colleges and universities. Applicants must practice oral communication skills as their customary form of communication.

Foundation for Exceptional Children
1920 Association Drive
Reston, VA 22091
(703) 620-3660

Offers scholarships to physically handicapped students enrolled in or anticipating enrollment in full-time post-secondary education or training programs. Applicants must provide evidence of financial need.

Foundation for Science and the Handicapped
Student Grant Fund
Mr. Clifford Rowley, Chairman
35 Rainbow Trail
Mountain Lakes, NJ 07046

Scholarships are available to college undergraduate and graduate students who have any type of physical disability. Grants are awarded for some special purpose in connection with a science project or thesis in any field of mathematics, science, medicine, or engineering.

LifeCare
5505 Central Avenue
Boulder, CO 80301
(303) 443-9234

Scholarships are awarded to respirator-dependent persons in furthering their education or vocational training to become more self-supporting and independent.

READEX FICHE

Media Office Regarding Disability for the Media
Industry and Disability Community
California Foundation on Employment and Disability
1313 North Vine Street, Room 161
Los Angeles, CA 90028
(213) 461-8358 (voice or TDD)

Scholarships are awarded to undergraduate and graduate disabled students to pay tuition and fees at California colleges and universities for study of journalism, performing arts, advertising, public relations, radio/ television/cinema, and media management.

National Association of the Deaf
Stokoe Scholarship Secretary
814 Thayer Avenue
Silver Spring, MD 20910
(301) 587-1788 (voice and TDD)

The William C. Stokoe Scholarship is awarded to a deaf graduate student who is actively involved in research on sign language or the deaf community, whether in the field of linguistics, psychology, anthropology, sociology, or other relevant fields.

Venture Clubs of the Americas
Soroptimist International of the Americas
1616 Walnut Street
Philadelphia, PA 19103
(215) 732-0512

Scholarships are offered biennially to a physically handicapped post-secondary student between the ages of fifteen and thirty-five.

b. National Scholarships for Visually Disabled Students

American Council of the Blind
1010 Vermont Avenue, NW, Suite 1100
Washington, DC 20005
(202) 393-3666 (Washington, DC)
(800) 424-8666 (all other areas)

Scholarships are available to legally blind students enrolled in academic, vocational, technical, or professional training programs beyond high school. Several state chapters also offer scholarships and grants.

American Foundation for the Blind
Susan J. Spungin, Associate Director of Program Services
15 West 16th Street
New York, NY 10011
(212) 620-2000

The Helen Keller Scholarship Fund offers stipends to deaf/blind college students needing help with reading, tutoring, or equipment expenses.

The Randolph Dillman Scholarship offers grants to legally blind graduate students studying in the field of rehabilitation and/or education of visually impaired or blind persons.

The R. L. Gillette Scholarship makes money available to legally blind women who are enrolled in a four-year baccalaureate degree program in the field of literature or music.

The Gladys C. Anderson Scholarship is available to legally blind women studying religious or classical music at the college level.

Christian Record Braille Foundation
William R. Lawson, Treasurer
4444 South 52nd Street
Lincoln, NE 68506
(402) 488-0981

Scholarships are awarded to undergraduate blind college students who are pursuing a course of study that will prepare them for employment.

Jewish Braille Institute of America, Inc.
110 East 30th Street
New York, NY 10016
(212) 889-2525

Scholarships assist students studying to be rabbis, cantors, and teachers of Judaica.

National Federation of the Blind
Peggy Pinder, Chairman
National Federation of the Blind Scholarship Committee
1005 Nebraska Street
Sioux City, IA 51105

The American Brotherhood for the Blind Scholarship is available to legally blind students at the post-secondary level in any field of study.

The National Federation of the Blind Merit Scholarships offer numerous grants in varied amounts to legally blind students studying at the post-secondary level in any subject area.

The Howard Brown Rickard Scholarship is awarded to a legally blind university student in the professions of law, medicine, engineering, architecture, and the natural sciences.

The Hermione Grant Calhoun Scholarships are awarded to blind female students for education at the college level.

The Melva T. Owen Memorial Scholarship is awarded to students studying in any field except religion; the endeavor must be directed towards attaining financial independence.

Several state chapters of the Federation offer their own scholarships and awards.

National Federation of Music Clubs
Music for the Blind
Mrs. Chris L. Nelson, Chairman
365 Clinton Avenue
Bridgeport, CT 06605
(203) 335-4450

Scholarships and awards are offered to blind music students and musicians.

B. COLLEGE HANDBOOKS OF INTEREST TO DISABLED STUDENTS

Admission Testing Program. Information for students with special needs. New York: 1984. 12p. Free. (The College Board, Department B69, P.O. Box 886, NY 10101.)

Discusses registration procedures and gives information about the tests and fees.

Gallaudet College. College and career programs for deaf students. Washington: Center for Assessment and Demographic Studies, 1983. 108p. $3.50. (Kendall Green, DC 20002.)

Brief descriptions of federally funded national and regional programs and post-secondary and graduate college programs for deaf students in the U.S. and Canada.

Hartman, Rhona C., and Maxine T. Krulwich, eds. Higher education and the handicapped resource directory, 1985-1986. Washington: HEATH Resource Center, 1985. 25p. Free. (One Dupont Circle, DC 20036.)

Annotated list of 100 national organizations that provide services in higher education to handicapped persons; list of toll-free phone numbers of agencies concerned with higher education and disabled persons.

McGeough, Charles S., Barbara Jungjohan, and James L. Thomas. Directory of college facilities and services for the handicapped. Phoenix, AZ: Oryx Press, 1983. 373p. $80.00.

Information about special services and facilities, physical terrain, auxiliary aids, degrees or certifications granted, name and phone number of a contact person; selective list of resources.

National Association of Trade and Technical Schools. Handbook of trade and technical careers and training, 1984-85. Washington: 1984. 74p. Free. (2251 Wisconsin Avenue, NW, DC 20007.)

Information about 100 careers that require a maximum of two years post-secondary training in accredited trade and technical schools in the U.S.; state listings of schools and information about career choices.

National Federation of the Blind. Post-secondary education and career development; a resource guide for the blind, visually impaired, and physically handicapped. Baltimore: 1981. 192p. $4.95. (1800 Johnson Street, MD 21230.)

Descriptions of services available to disabled students in post-secondary education; discussion of legislation as applied to post-secondary education; resources and information concerning career planning and development.

National Home Study Council. Directory of accredited home study schools, 1984-85. Washington: 1984. Leaflet. Free. (1601 19th Street, NW, DC 20009.)

Annual listing of schools and courses of study available for vocational and avocational training at home.

Ridenour, Diane M., and Jane Johnson. Guide to post-secondary educational opportunities for the learning disabled. Oak Park, IL: Time Out to Enjoy, Inc., 1981. 183p. $12.00. (113 Garfield Street, 60304.)

Lists colleges, universities, and technical schools and other post-secondary institutions that provide programs and services for students with learning disabilities.

Smith, Lynn M. The college student with a disability: a faculty handbook. Washington: President's Committee on Employment of the Handicapped, 1980. 35p. Free. (1111 20th Street, NW, Room 636, DC 20036.)

Reviews the disabilities that affect learning in a college or university setting and suggests various adjustments that can be made in the environment, programs, and instruction.

Thomas, James L., and Carol H. Thomas. Academic library facilities and services for the handicapped. Phoenix, AZ: Oryx Press, 1981. 568p. $80.00.

Comprehensive guide to programs and services of academic libraries for physically disabled persons.

C. HANDICAPPED STUDENT RIGHTS UNDER FEDERAL LAW

In September 1973, Congress passed legislation that prohibits discrimination on the basis of physical or mental handicap in every federally assisted program or activity in the United States (Section 504 of the Rehabilitation Act).

Subpart E of Section 504 applies specifically to post-secondary education programs and activities that receive or benefit from federal financial assistance. In colleges and other post-secondary institutions, recruitment, admissions, and the treatment of students must be free of discrimination. Quotas for admission of handicapped persons are ruled out, as are pre-admission inquiries as to whether an applicant is handicapped.

Higher education institutions must assure accessibility of programs and activities to handicapped students and employees. Architectural barriers must be removed where the program is not made accessible by other means. A university is not expected to make all its classroom buildings accessible in order to comply with program accessibility standards. It may have to make some alterations or reschedule classes to accessible buildings. Handicapped persons should have the same options available to others in selecting courses.

Tests which a university uses must not discriminate against handicapped persons. They must be selected and administered so that the test results of handicapped students are not distorted unfairly but measure the student's aptitude or achievement level, and not his or her disability.

Students with impaired sensory, manual, or speaking skills must be provided auxiliary aids. This may often be done by informing them of resources provided by government agencies or charitable organizations.

Colleges and universities must also make reasonable modifications in academic requirements, where necessary, to ensure full educational opportunity for handicapped students. Such modifications may include the extension of time for completing degree requirements, adaptation of the manner in which specific courses are conducted, and elimination of rules prohibiting handicapped persons from having tape recorders in class or dog guides on campus.

Physical education must be provided in a non-discriminatory manner and infirmary services must be provided handicapped students on a par with those offered to other students.

D. BOOKS IN SPECIAL MEDIA ON CAREER PLANNING AND JOB SEARCHING

1. Books Available from the National Library Service for the Blind and Physically Handicapped (NLS)

The following books on the subjects of career planning and job searching are available on free loan to eligible persons through the National Library Service network of cooperating libraries in the U.S. For information about eligibility and addresses of network libraries contact NLS, Library of Congress, Washington, DC 20542.

Special media are shown in parentheses, following the bibliographic description.

Career Planning

Atkinson, Linda. Alternatives to college. New York: F. Watts, 1978. (braille, cassette)

Discusses programs of post-high school education and training other than college, including vocational and correspondence schools, and employer training programs.

Bolles, Richard N. What color is your parachute?: a practical manual for job-hunters and career-changes. 3d ed. Berkeley, CA: Ten Speed Press, 1984. (braille, cassette)

Guide to determining job objectives and career goal

Feingold, S. Norman, and Norma R. Miller. Your future: a guide for the handicapped teenager. New York: Rosen Press, 1981. (braille, cassette)

Describes methods of finding the right schools, financing advanced education, and choosing a career.

Jackson, Tom, and Davidyne Mayleas. The hidden job market for the eighties. New York: Time Books, 1981. (braille, cassette)

Strategies for personal career growth through job changes; how to use information about the job market and developing career fields.

Lewis, Adele Beatrice. How to choose, change, and advance your career. Woodbury, NY: Barron's Educational Series, 1983. (braille)

Guide to finding rewarding work; helps define career goals and gives hints on developing the skills and confidence to attain them.

Mitchell, Joyce Slayton. See me more clearly: career and life planning for teens with physical disabilities. New York: Harcourt, Brace, Jovanovich, 1980. (braille, disc)

Guide to assist disabled teenagers in moving toward financial and physical independence; covers education, sports, survival skills, legal rights, and employment.

Shworles, Thomas R., and Richard J. McCauley. Employment opportunities for the spinal cord injured: preparing yourself to go to work. Newton Upper Falls, MA: National Spinal Cord Injury Association, 1977. (cassette)

How to apply for a job, where to look, interview techniques, resume writing; discussion of various occupations for disabled persons; summary of the Rehabilitation Act of 1973.

Specific Occupations

Baskerville, David. Music business handbook and career guide. 3d ed. Los Angeles: Sherwood Co., 1981. (cassette)

Discusses qualifications, training, and experience necessary to pursue careers in the music industry, including recording, radio, television, and film industries.

Klimley, April. Here is your career: banking, money, and finance. New York: Putnam, 1978. (cassette)

Advice about training and employment opportunities in banking and finance.

Konkel, Gilbert J., and Phyllis J. Peck. Your future in word processing. New York: Rosen Press, 1981. (braille, cassette)

Discusses a variety of career opportunities, how to use word processing as a stepping stone to other employment, and future job opportunities in this field.

McHugh, Mary. Careers in engineering and engineering technology. New York: F. Watts, 1978. (braille, cassette)

Discusses employment opportunities, training needed, and salaries; lists schools offering engineering programs.

Office of Personnel Management. Handbook of selective placement of persons with physical and mental handicaps in federal civil service employment. Washington: 1981. (braille, cassette)

Information about job possibilities with the federal government for persons with various physical handicaps.

Rogers, Kenny. Making it with music: Kenny Rogers' guide to the music business. New York: Harper and Row, 1978. (cassette)

Guide to the popular music industry for aspiring performers and songwriters.

Seed, Suzanne. Fine trades. Chicago: Follett, 1979. (cassette)

Practitioners tell what they do and what training they received; includes a violin maker, master vintner, piano technician, chef, furrier, and metalsmith.

Taylor, L.B. Chemistry careers. New York: F. Watts, 1978. (cassette)

Describes chemistry jobs in industry, teaching, and government; includes information about educational requirements and salary ranges.

Zimmerman, Caroline A. How to break into the media professions. Garden City, NY: Doubleday, 1981. (braille, cassette)

Guide for college students and graduates to careers in publishing, advertising, public relations, radio, and television; provides basic information about each industry and available job opportunities; practical hints on job preparation, searching, completing resumes, conducting interviews, and selling oneself.

Job Searching Techniques

Berliner, Don. Want a job? get some experience; want experience? get a job. New York: AMACOM, 1978. (cassette)

Advice for job seekers which concentrates on writing resumes, developing leads, dealing with recruiters, handling interviews, and negotiating compensation.

Bolles, Richard N., and Victoria B. Zenoff. The beginning quick job-hunting map: a fast way to help. Berkeley, CA: Ten Speed Press, 1979. (cassette)

Job-hunting explained by experts.

Fox, Marcia R. Put your degree to work: a career planning and job-hunting guide for the new professional. New York: Norton, 1979. (braille, cassette)

Guide to valuable and often obscure job-hunting resources available on college campuses; explanations of effective job-hunting techniques.

Graham, Lawrence. Jobs in the real world: the student job-search handbook. New York: Grosset and Dunlop, 1982. (cassette)

Strategies for getting part-time and full-time jobs, internships, and work-study employment; sample resumes; descriptions of interviews between job applicants and employers and how to obtain an interview with a reluctant employer.

Haldane, Bernard. Job power now! the young people's job finding guide. Washington: Acropolis Books, 1980. (braille)

Guide for evaluating personal skills, writing a report, making contacts, interviewing, negotiating pay, and using job banks.

Lathrop, Richard. Who's hiring who? Berkeley, CA: Ten Speed Press, 1977. (cassette)

Instructions for developing a qualifications brief, contacting prospective employers, preparing for an interview, and negotiating pay.

Marshall, Austin. How to get a better job: the new official book of the Job Finding Club of New York. rev. ed. New York: Dutton, 1977. (cassette)

Guide to self-evaluation, job research, resume writing, and interviewing.

Molloy, John T. Dress for success. New York: Warner Books, 1976. (cassette)

Grooming hints to aid men in business success.

Molloy, John T. The woman's dress for success book. New York: Warner Books, 1978. (braille, cassette)

Grooming hints to aid women in business success.

2. Books Available from Other Sources

The following books on career planning and job searching are available for loan or purchase from the sources indicated. Medium or media available are shown in parenthesis.

Career Planning

Council for Career Planning. Women: careers and risks. New York: 1979. (cassette) $13.00. (310 Madison Avenue, NY 10017.)

Discusses skills and talents needed for planning a successful career.

Redden, Martha R., and Virginia W. Stern. Scientific and engineering societies: resources for career planning. Washington: American Association for the Advancement of Science, 1980. (cassette) $6.50. (1776 Massachusetts Avenue, NW, DC 20036.)

Overview of career opportunities in science and engineering.

Smith, Gwen J., Loma Hopkins, and D.E. Creasy. Career planner: a guide for students with disabilities. Alta Loma, CA: Chaffey Community College, 1982.
Educational Resource Center, Chaffey Community College. (large print) Free. (5885 Hanen Avenue 91791.)
Pomona Valley Transcribers Guild. (braille) $6.25. (c/o Ontario Public Library, 215 East C Street, Ontario, CA 91764.)
Recording for the Blind. (cassette) (20 Roszel Road, Princeton, NJ 08540.)

Guide to information for developing career plans.

Job Searching Techniques

Bruck, Lilly. The assertive job seeker. New York: In Touch Networks, 1982. (cassette) $9.00. (322 West 48th Street, NY 10036.)

Describes general job-seeking methods, assertiveness, support organizations, and technical aids for blind and visually impaired job applicants.

Council for Career Planning. How to carry out job campaigns. New York: 1979. (cassette) $13.00. (310 Madison Avenue, NY 10017.)

Outlines methods of finding, studying, and approaching prospective employers.

Council for Career Planning. How to make job interviews bring job offers. New York: 1979. (cassette) $13.00.

A practical approach to making job interviews successful.

Council for Career Planning. How to write better application letters. New York: 1979. (cassette) $13.00.

Advice on what to say and what not to say in job application letters.

Council for Career Planning. How to write successful job resumes. New York: 1979. (cassette) $13.00.

Step-by-step guide to developing resumes that lead to getting interviews.

Irish, Richard K. Go hire yourself an employer. Garden City, NY: Doubleday, 1978. Recording for the Blind. (cassette) (20 Roszel Road, Princeton, NJ 08540.)

Hints for job applicants about interviews with emphasis on honesty, appearance, and asking intelligent questions.

Kimbrough, Louise, and B.T. Kimbrough. A job in your future. Berwyn, IL: Dialogue, 1982. (cassette) Free. (3100 Oak Park Avenue 60402.)

Information for blind and visually impaired job seekers about job-hunting techniques from experts and from visually impaired persons who found jobs they enjoy and perform successfully.

Mainstream. Marketing your abilities; a guide for the disabled job seeker. Washington: Mainstream, Inc., 1984. (cassette) $2.50. (1200 15th Street, NW, DC 20005.)

Explains resume writing, giving interviews, and discussing disability and the need for accommodation.

Pumo, Benjamin J. Tips and topics for the visually impaired job seeker. Detroit, MI: Greater Detroit Society for the Blind, 1982. (braille) $4.75. (16625 Grand River 48227.)

Hints on job searching techniques and conducting interviews.

Stanart, Kirby W., and Patrick Reardon. Job hunting secrets and tactics. Piscataway, NJ: New Century, 1977. Recording for the Blind. (cassette) (20 Rozsel Road, Princeton, NJ 08540.)

Discusses points to stress with a job recruiter: competence, intelligence, and honesty.

Stern, Henry A. Resume writing guide. New York: American Foundation for the Blind, 1981. (cassette) $3.00. (large type) $3.00. (15 West 16th Street, NY 10011.)

Steps to successful resume writing.

II. TRANSITION WITH TIME-LIMITED SERVICES

Following this pattern, individuals make use of specialized services for a limited period, then enter the labor market.

"The second bridge from school to working life consists of temporary services that lead to employment. After leaving school, individuals following this path use specialized, time-limited services like vocational rehabilitation, post-secondary vocational education, and other job-training programs to gain entry into the labor market. The presence of a disability often qualifies an individual for these services or creates special support for participation. For example, many individuals find employment after receiving relatively brief services in rehabilitation facilities. Others receive support to attend specific job training and then obtain employment at the close of the course. Access to such time-limited services is generally restricted to individuals thought capable of making it on their own after services are completed.

"Vocational rehabilitation offers perhaps the best known of the time-limited services. Individuals with employment-related disabilities qualify for service if there is a reasonable expectation of employment at the close of services. Once accepted, the program allows for quite flexible use of funds to provide whatever support is needed by the individual to enter or re-enter the workforce. While there are many cases of quite extended services to individual clients, vocational rehabilitation services are normally terminated after an individual obtains employment or other service objectives."[2]

The resources and services included in this section are limited to agencies and organizations that provide training, placement, and employment assistance on a national or state level, or in large metropolitan areas.

A. JOB TRAINING, PLACEMENT, AND CAREER MATCHING SERVICES

Arkansas Enterprises for the Blind
P.O. Box 4055
2811 Fair Park Boulevard
Little Rock, AR 72204
(501) 664-7100

Offers various courses including computer programming for small business applications.

BIPED Corporation (Business Information Processing Education for the Disabled)
26 Palmer's Hill Road
Stamford, CT 06902
(203) 324-3935

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[2]Will, Madeleine. Bridges from school to working life. Programs for the handicapped, Mar./Apr. 1984: 1-5.

Trains disabled persons at Stamford, Connecticut and White Plains, New York in computer programming and related information processing skills.

California Employment and Development Project
399 Sherman Avenue, Suite 12
Palo Alto, CA 94306
(415) 329-0430

Assists visually impaired residents of California in obtaining and retaining employment; services include direct job placement and technical assistance to identify job accommodations and appropriate sensory aids.

CIL Computer Training Program, Inc.
2020 Miloia Street, Suite 470
Berkeley, CA 94704
(415) 849-2911

Provides training in programming languages, including BASIC, COBOL, and Assembler; data base management; and system design.

Computer Center for the Visually Impaired
Baruch College
City University of New York
17 Lexington Avenue, Box 515
New York, NY 10010
(212) 725-7644

Offers training in computer programming.

Computer Center for the Visually Impaired
Lighthouse of Houston
P.O. Box 13444
Houston, TX 77219
(713) 527-9561

Offers training in BASIC and COBOL and other skills required for employment in business data processing.

Computer Training and Evaluation Center (C-Tec)
399 Sherman Avenue, Suite 12
Palo Alto, CA 94306
(415) 493-5000, ext. 4374

Provides training on custom software and on braille, synthesized speech, and large print computer equipment; computer access awareness training for educators and rehabilitation personnel; special access hardware and software evaluations; information for parents, teachers, counselors, employers, and users on computer accessibility for visually impaired persons.

Control Data Corporation
Homework Program
P.O. Box 0
Minneapolis, MN 55440
(612) 853-8100

An at-home vocational training and employment preparation program for disabled persons in business applications of computer programming.

David Taylor Naval Ship Research and Development Center
Summer Employment Program for Disabled Students
Handicap Affirmative Action Program Office
Code: 006
Bethesda, MD 20084
(202) 227-1866

Places about fifty college and high school students with various disabilities in summer jobs that cover a variety of skills and responsibilities in engineering, drafting, computer programming, and clerical work. Conducts a nationwide recruiting program to select students for this job training program; provides references and contacts for future permanent employment.

Goodwill Industries of America, Inc.
9200 Wisconsin Avenue
Bethesda, MD 20814
(301) 530-6500

Comprised of local member organizations which provide rehabilitation services, such as counseling and testing, to disabled persons; programs include training in job skills in a specific field and placement either in competitive employment or in a sheltered workshop operated by the local Goodwill agency.

Human Resources Center
National Center on Employment of the Handicapped
I.U. Willets Road
Albertson, NY 11507
(516) 747-5400

Creates employment opportunities for physically disabled persons in coordination with industry, labor unions, and vocational rehabilitation and education programs; offers job placement services; conducts research on the nature of job placement practices and employment prospects of disabled persons. Vocational rehabilitation services include evaluation, counseling, and skills training in business, electronics, and computer programming.

Human Resources Development Institute, AFL-CIO
Handicapped Placement Program
815 16th Street, NW, Suite 405
Washington, DC 20006
(202) 638-3912

Operates job placement centers and develops union jobs in which qualified disabled persons can be permanently placed; works with rehabilitation agencies to recruit applicants and develop appropriate counseling and training; encourages employers to adapt jobs and training to the special needs of handicapped workers.

Job Opportunities for the Blind
National Federation of the Blind
1800 Johnson Street
Baltimore, MD 21230
(301) 659-9314 (Maryland)
(800) 638-7518 (all other states)

Receives listings of open positions throughout the country and refers them to qualified applicants; conducts workshops for visually impaired and deaf/blind persons to help them improve their job search skills and become knowledgeable about laws pertaining to employment of blind persons; produces and distributes the JOB Bulletin and other publications in special media about employment opportunities for handicapped persons.

Joseph Bulova School of Watchmaking
40-24 62nd Street
P.O. Box 465
Woodside, NY 11377
(212) 424-2929

Instructs disabled persons in watchmaking, watch repair, jewelry design and repair, and precision technology; offers placement and counseling services.

Just One Break, Inc. (JOB)
373 Park Avenue, South
New York, NY 10016
(212) 725-2500 (voice)
(212) 725-2046 (TDD)

Offers counseling in job readiness and in seeking and retaining jobs; matches qualified workers to employers' job requirements; conducts follow-up surveys on all workers placed; provides information and technical assistance on the use of adaptive equipment.

Lift, Inc.
350 Pfingsten, Suite 103
Northbrook, IL 60062
(312) 564-9005

A non-profit company which identifies, trains, and hires physically disabled employees as computer programmers under contract to major corporations which eventually hire the trained programmers directly.

Mainstream, Inc.
Project LINK
1200 15th Street, NW
Washington, DC 20005
(202) 833-1160 (voice and TDD)

Mainstream provides employers and disabled persons with information on legal and practical aspects of job analysis, reasonable accommodation, interviewing, and recruiting.
Project LINK is a job development and placement program to assist unemployed job-ready persons with disabilities.

MS Job Bank
1200 15th Street, NW, Suite 608
Washington, DC 20005
(202) 887-0136

Local MS chapters have a Back-to-Work Training Program designed to put persons with multiple sclerosis back into the competitive job market; program encompasses trial work experience with supervision and evaluation to test job readiness.

National Center on Employment of the Deaf
Rochester Institute of Technology
One Lomb Memorial Drive
P.O. Box 9887
Rochester, NY 14623
(716) 475-6834

Provides a career-matching service by referring qualified candidates to employers who are looking for particular skills; conducts job-seeking skills workshops; maintains a clearinghouse of information related to the employment of deaf persons.

National Spinal Cord Injury Association
149 California Street
Newton, MA 02158
(617) 964-0521

The Professional Careers Program identifies and places persons with severe physical disabilities in professional positions in the public and private sectors. The program is geared toward persons with college degrees and/or work experience in the fields of banking, insurance, accounting, high technology, computer programming, and social services.

Projects with Industry
Electronic Industries Foundation
1901 Pennsylvania Avenue, NW, Suite 700
Washington, DC 20006
(202) 955-5815

A job placement program to employ qualified disabled workers in the electronics industry.

Projects with Industry
International Association of Machinists
and Aerospace Workers
Disabled Workers Program
Machinists Building
1300 Connecticut Avenue, NW
Washington, DC 20036
(202) 857-5200

A job placement program to employ qualified disabled workers in skilled and semi-skilled occupations in the aerospace and manufacturing fields.

Projects with Industry
National Restaurant Association
Human Resources Department
311 1st Street, NW
Washington, DC 20001
(202) 638-6100

A job placement program to employ qualified disabled workers in the food service industry.

Projects with Industry
Sensory Aids Foundation
399 Sherman Avenue, Suite 12
Palo Alto, CA 94306
(415) 329-0430 (voice and TDD)

Provides technical assistance and training for visually impaired and hearing impaired persons in employment situations where sensory aids are appropriate.

Smith-Kettlewell Eye Research Foundation
Jay Williams, Training Program Manager
2232 Webster Street
San Francisco, CA 94115
(415) 561-1677

Training program for blind persons in the techniques of electronics assembly.

Vocational Rehabilitation Center
North Shore Hospital
225 Community Drive
Great Neck, NY 11021
(516) 829-9666

Provides training, counseling, and placement in a variety of jobs for adults and youths who have physical, emotional, or learning disabilities.

B. EMPLOYMENT NETWORKS AND INFORMATION AND REFERRAL CENTERS

These organizations provide information about jobs that have been successfully performed by disabled individuals, about aspects of employment of particular concern to handicapped persons such as job accommodation and elimination of attitudinal barriers, and about job-searching techniques.

American Association for the Advancement of Science
Project on the Handicapped in Science
1776 Massachusetts Avenue, NW
Washington, DC 20036
(202) 467-4497 (voice and TDD)

Provides technical assistance on science education and encourages the elimination of career barriers to disabled science students and scientists; offers career counseling and information about financial aid to disabled students; maintains a network of scientists, engineers, rehabilitation professionals, and manufacturers of assistive devices to aid disabled scientists and students.

American Association of Colleges for Teacher Education
Conference on Opportunities for Disabled Individuals in the Education Profession
1 Dupont Circle, Suite 610
Washington, DC 20036
(202) 293-2450

Publishes Educators with disabilities: a resource guide, which can be used as a network resource for disabled persons seeking employment in the education profession.

American Council of the Blind
National Association for Blind Teachers
1010 Vermont Avenue, NW, Suite 1100
Washington, DC 20005
(202) 393-3666 (Washington, DC)
(800) 424-8666 (all other areas)

Provides information to blind and visually impaired educators about available teaching jobs throughout the United States.

American Foundation for the Blind
Index of Jobs Held by Blind and Visually Impaired Persons
15 West 16th Street
New York, NY 10011
(212) 620-2000 (voice)
(212) 620-2158 (TDD)

Information about jobs held by visually impaired persons including how a job was found, employer accommodation, aids and devices used on the job, and how they are financed.

Greater Detroit Society for the Blind
4-SIGHTS INFORMATION SYSTEM NETWORK
16625 Grand River Avenue
Detroit, MI 48227
(313) 272-3900

A computerized data base covering descriptions of about six hundred jobs performed successfully by visually impaired persons; listing of facilities especially equipped to offer employment training for the blind; a job placement information exchange; and producers of special technology available for use by visually impaired workers and deaf/blind persons. Publishes Tips and topics for the visually impaired job seeker, a booklet of practical advice on finding work.

Harold Russell Associates
235 Bear Hill Road
Waltham, MA 02154
(617) 890-2698 (voice and TDD)

A consulting firm that deals with affirmative action and job accommodation for disabled workers.

International Rehabilitation Associates
985 Old Eagle School Road
Wayne, PA 19087
(215) 687-9450

A consulting firm in the field of vocational rehabilitation and job placement; sponsors a job club where participants learn successful job-seeking skills.

Job Accommodation Network (JAN)
President's Committee on Employment
of the Handicapped
P.O. Box 468
Morgantown, WV 26505
(304) 293-7186 (West Virginia)
(800) 526-7234 (all other states)

Provides information to employers about worksite accommodations for disabled employees and job applicants. A data base contains specific information about how individual tasks can be carried out by persons with limitations; a network enables employers to discuss with each other accommodations that have been successful in specific instances.

National Rehabilitation Information Center
4407 Eighth Street, NE
The Catholic University of America
Washington, DC 20017
(202) 635-5826 (voice)
(202) 635-5884 (TDD)

A rehabilitation information service and research library which makes available information about assistive devices and other rehabilitation-related resources. ABLEDATA is a computerized listing of commercially available aids for rehabilitation, job accommodation, and independent living. REHABDATA is a computerized listing of rehabilitation literature, including research reports, journal articles, directories, and audio-visual materials.

C. FEDERAL PROGRAMS

The following federal programs relate to training and employment of disabled persons.

Division for the Blind and Visually Impaired
Rehabilitation Services Administration
Office of Special Education and Rehabilitative Services
U.S. Department of Education
Switzer Building, Room 3216
330 C Street, SW
Washington, DC 20201
(202) 732-1316

Administers the Randolph-Sheppard Act whose purpose is to provide employment to licensed vendors on federal property; provides guidance to state vocational rehabilitation agencies for visually impaired persons.

Equal Employment Opportunity Commission (EEOC)
2401 E Street, NW
Washington, DC 20507
(202) 634-1947

Responsible for enforcing non-discrimination and affirmative action provisions of laws and regulations concerning federal employment of handicapped individuals.

NASA
Handicapped Recruitment Program
Office of Equal Opportunity Programs
Code: UI
NASA Headquarters
Washington, DC 20546
(202) 453-2175

A talent bank that recruits research and development teams of persons with degrees in electrical, mechanical, or aeronautical engineering. Send a resume or personal qualifications form (SF 171) to be listed in the NASA talent bank.

Office of Personnel Management
Selective Placement Programs Office
1900 E Street, NW
Washington, DC 20415
(202) 632-5687

Provides information and assistance to disabled persons in obtaining federal jobs throughout the country.

President's Committee on Employment of the Handicapped
1111 20th Street, NW, Room 636
Washington, DC 20036
(202) 653-5044

Publishes pamphlets and books that promote employment of the handicapped; maintains a film-lending library; sponsors an annual trade show for manufacturers of technological devices and equipment relating to employment of the handicapped; sponsors an annual conference on current employment issues; offers technical assistance to the Governor's Committee on Employment of the Handicapped in each state.

Projects with Industry
Rehabilitation Services Administration
Office of Special Education and Rehabilitative Services
U.S. Department of Education
Switzer Building
330 C Street, SW
Washington, DC 20201

Serves as a central clearinghouse for information about employment placement activities of the Projects with Industry program.

U.S. Department of Health and Human Services
Administration on Developmental Disabilities
Office of Human Developmental Services (Employment Initiative)
HHH Building, Room 348-F
Washington, DC 20201
(202) 245-2888

Mobilizes existing national, state, and local public and voluntary networks to support employment of developmentally disabled persons; enlists the private sector to create employment opportunities for disabled persons and to take advantage of incentives, such as the Targeted Jobs Tax Credit Program; encourages local and state governments to use opportunities presented by the Jobs Training Partnership Act for training and employing developmentally disabled workers.

U.S. Department of Labor
Employment and Training Administration
Washington, DC 20213

Maintains local U.S. Employment Service (USES) offices throughout the country. Each of these offices is required by law to assign at least one staff member to provide disabled persons with special employment assistance, such as evaluation, counseling, training program information, and referral to suitable jobs.

U.S. Small Business Administration
Office of Financing
1441 L Street, NW
Washington, DC 20416
(202) 653-6570

Handicapped Assistance Loan-1 assists sheltered workshops or similar organizations in producing marketable goods and services. Handicapped Assistance Loan-2 aids businesses owned and operated by handicapped individuals by lending funds for working capital and for constructing facilities.

D. STATE VOCATIONAL REHABILITATION AGENCIES

Title I of the Rehabilitation Act of 1973, as amended, authorizes formula grants to designated state vocational rehabilitation agencies to provide basic services related to rehabilitating handicapped persons. "Vocational rehabilitation services provided... are any goods or services necessary to render a handicapped person employable...."[3]

The scope of state vocational rehabilitation services includes:

a) evaluation and diagnosis of rehabilitation potential
b) counseling, guidance, referral, and placement services
c) vocational and other training services, books and other training materials, and family adjustment services
d) physical and mental restoration services, including corrective surgery, prosthetic and orthotic devices, eyeglasses, diagnosis and treatment of mental and emotional disorders
e) income maintenance for subsistence during the rehabilitation period
f) interpreter services for deaf persons and reader services for blind persons, rehabilitation teaching services, orientation and mobility services for blind persons
g) transportation to rehabilitation services, occupational licenses, tools, and equipment
h) telecommunications, sensory, and other technological aids and devices
i) recruitment and training services for handicapped individuals to provide them with new employment opportunities.

Education and training at a vocational-technical school, college, or university may be part of the plan for a handicapped individual to reach the objective of suitable employment. State vocational rehabilitation agencies often provide assistance to disabled students in pursuing post-secondary education. Some states maintain a single vocational rehabilitation agency that offers services to all eligible disabled residents. Others maintain two separate agencies, one for visually impaired persons and another to serve all other handicapped residents. Addresses of state vocational rehabilitation agencies follow.

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[3] 29 U.S.C. 723.

ALABAMA
Division of Rehabilitation and
Crippled Children Service
P.O. Box 11586
Montgomery, AL 36111

ALASKA
Division of Vocational Rehabilitation
Pouch F, MS 0581
Juneau, AK 99811

ARIZONA
Rehabilitation Services Administration
Department of Economic Security
1300 West Washington Street
Phoenix, AZ 85007

ARKANSAS
Rehabilitation Services Division
Arkansas Department of Human Services
P.O. Box 3781
Little Rock, AR 72203

Division of Services for the Blind
Department of Human Services
P.O. Box 3237
Little Rock, AR 72203

CALIFORNIA
Department of Rehabilitation
830 K Street Mall
Sacramento, CA 95814

COLORADO
Division of Rehabilitation
Department of Social Services
1575 Sherman Street, 5th Floor
Denver, CO 80203

CONNECTICUT
State Department of Education
Division of Vocational Rehabilitation
600 Asylum Avenue
Hartford, CT 06105

Board of Education and Services
for the Blind
170 Ridge Road
Wethersfield, CT 06109

DELAWARE
Division of Vocational Rehabilitation
Department of Labor
State Office Building, 7th Floor
820 North French Street
Wilmington, DE 19801

Division for the Visually Impaired
Department of Health & Social Services
305 West 8th Street
Wilmington, DE 19801

DISTRICT OF COLUMBIA
DC Rehabilitation Services
Administration
Commission on Social Services
Department of Human Services
605 G Street, NW, Room 1101
Washington, DC 20001

FLORIDA
Office of Vocational Rehabilitation
Department of Health & Rehabilitative
Services
1317 Winewood Boulevard
Tallahassee, FL 32301

Division of Blind Services
Department of Education
2540 Executive Center Circle, West
Douglas Building
Tallahassee, FL 32301

GEORGIA
Division of Rehabilitation Services
Department of Human Services
Floyd Memorial Veterans Building
47 Trinity Avenue, SW, 10th Floor
Atlanta, GA 30334

GUAM
Department of Vocational
Rehabilitation
P.O. Box 2113
Government of Guam
Agana, GU 96910

HAWAII
Division of Vocational Rehabilitation
& Services for the Blind
Department of Social Services
P.O. Box 339
Honolulu, HI 96809

IDAHO
Division of Vocational Rehabilitation
Len B. Jordan Building, Room 150
650 West State Street
Boise, ID 83720

Idaho Commission for the Blind
Statehouse
Boise, ID 83704

ILLINOIS
Illinois Department of Rehabilitation
Services
623 East Adams Street
Springfield, IL 62706

INDIANA
Indiana Rehabilitation Services
P.O. Box 7070
Indianapolis, IN 46204

IOWA
Rehabilitation Education & Services
Branch
Department of Public Instruction
510 East 12th Street
Des Moines, IA 50319

Commission for the Blind
4th and Keosauqua
Des Moines, IA 50309

KANSAS
Department of Social Rehabilitative
Services
2700 West 6th
Biddle Building, 2nd Floor
Topeka, KS 66606

KENTUCKY
Department of Education
Bureau of Rehabilitative Services
Capital Plaza Office Tower
Frankfort, KY 40601

Bureau of Blind Services
Education and Arts Cabinet
427 Versailles Road
Frankfort, KY 40601

LOUISIANA
Division of Vocational Rehabilitation
Department of Health & Human
Resources
P.O. Box 94371
Baton Rouge, LA 70804

Division of Blind Services
Office of Human Development
Department of Health & Human
Resources
1755 Florida Street
Baton Rouge, LA 70806

MAINE
Bureau of Rehabilitation Services
Department of Health and Welfare
32 Winthrop Street
Augusta, ME 04330

MARYLAND
Division of Vocational Rehabilitation
State Department of Education
200 West Baltimore Street
Baltimore, MD 21201

MASSACHUSETTS
Massachusetts Rehabilitation Commission
Statler Office Building, 11th Floor
20 Providence Street
Boston, MA 02116

Massachusetts Commission for the Blind
110 Tremont Street, 6th Floor
Boston, MA 02108

MICHIGAN
Michigan Bureau of Vocational
Rehabilitation
Department of Education
P.O. Box 30010
Lansing, MI 48909

Commission for the Blind
Department of Labor
309 North Washington Square
Lansing, MI 48909

MINNESOTA
Division of Vocational Rehabilitation
Department of Economic Security
Space Center, 3rd Floor
444 Lafayette Road
St. Paul, MN 55101

State Services for the Blind
Division of Rehabilitation Services
Department of Human Services
1745 University Avenue
St. Paul, MN 55104

MISSISSIPPI
Vocational Rehabilitation Division
P.O. Box 1698
Jackson, MS 39205

Vocational Rehabilitation for the Blind
P.O. Box 4872
Jackson, MS 39216

MISSOURI
State Department of Education
Division of Vocational Rehabilitation
3401 East McCarty
Jefferson City, MO 65101

Bureau for the Blind
Division of Family Services
619 East Capitol
Jefferson City, MO 65101

MONTANA
Department of Social & Rehabilitation Services
Rehabilitative Services Division
P.O. Box 4210
Helena, MT 59601

NEBRASKA
Division of Rehabilitative Services
State Department of Education
301 Centennial Mall, 6th Floor
Lincoln, NE 68509

Services for the Visually Impaired
Department of Public Institutions
4600 Valley Road
Lincoln, NE 68510

NEVADA
Rehabilitation Division
Department of Human Resources
Kinkead Building, 5th Floor
505 East King Street
Carson City, NV 89710

NEW HAMPSHIRE
Division of Vocational Rehabilitation
State Department of Education
101 Pleasant Street
State Office Park South
Concord, NH 03301

NEW JERSEY
Division of Vocational Rehabilitation Services
Labor & Industry Building, Room 1005
John Fitch Plaza
Trenton, NJ 08625

Commission for the Blind and Visually Impaired
1100 Raymond Boulevard
Newark, NJ 07102

NEW MEXICO
Division of Vocational Rehabilitation
Department of Education
604 West San Mateo
Santa Fe, NM 87503

NEW YORK
The University of the State of New York
Office of Vocational Rehabilitation
99 Washington Avenue, Room 1907
Albany, NY 12234

State Department of Social Services
Commission for the Blind and Visually Handicapped
Ten Eyck Office Building
40 North Pearl Street
Albany, NY 12243

NORTH CAROLINA
Division of Vocational Rehabilitation Services
Department of Human Resources
State Office
P.O. Box 26053
Raleigh, NC 27611

Division of Services for the Blind
NC Department of Human Resources
309 Ashe Avenue
Raleigh, NC 27606

NORTH DAKOTA
Division of Vocational Rehabilitation
State Capitol Building
Bismarck, ND 58505

OHIO
Ohio Rehabilitation Services Commission
4656 Heaton Road
Columbus, OH 43229

OKLAHOMA
Division of Rehabilitative and Visual Services
Department of Human Services
P.O. Box 25352
Oklahoma City, OK 73125

OREGON
Division of Vocational Rehabilitation
Department of Human Resources
2045 Silverton Road, NE
Salem, OR 97310

Commission for the Blind
535 SE 12th Avenue
Portland, OR 97214

PENNSYLVANIA
Office of Vocational Rehabilitation
Labor and Industry Building
7th and Forster Streets
Harrisburg, PA 17120

Bureau of Blindness & Visual Services
Department of Public Welfare
Capital Association Building, Room 300
P.O. Box 2675
Harrisburg, PA 17120

PUERTO RICO
Vocational Rehabilitation
Department of Social Services
P.O. Box 1118, Building 10
Hato Rey, PR 00919

RHODE ISLAND
Vocational Rehabilitation Service
Division of Community Service
40 Fountain Street
Providence, RI 02903

Department of Social and Rehabilitation Services
Services for the Blind and Visually Impaired
46 Aborn Street
Providence, RI 02903

SOUTH CAROLINA
SC Vocational Rehabilitation Department
P.O. Box 15
1410 Boston Avenue
West Columbia, SC 29171

Commission for the Blind
1430 Confederate Avenue
Columbia, SC 29201

SOUTH DAKOTA
Division of Rehabilitative Services
Department of Vocational Rehabilitation
State Office Building
Illinois Street
Pierre, SD 57501

TENNESSEE
Division of Rehabilitation Services
1808 West End Building, Room 900
Nashville, TN 37203

TEXAS
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, TX 78704

State Commission for the Blind
P.O. Box 12866
Capitol Station
Austin, TX 78711

UTAH
Division of Rehabilitation Services
Utah State Office of Education
250 East 5th South
Salt Lake City, UT 84111

Services for the Visually Handicapped
Utah State Office of Education
309 East First South
Salt Lake City, UT 84111

VERMONT
Vocational Rehabilitation Division
Osgood Building
Waterbury Complex
103 South Main Street
Waterbury, VT 05676

Division for the Blind & Visually Handicapped
Osgood Building
Waterbury Complex
103 South Main Street
Waterbury, VT 05676

VIRGINIA
Department of Rehabilitative Services
Commonwealth of Virginia
P.O. Box 11045
4901 Fitzhugh Avenue
Richmond, VA 23230

Virginia Department for the Visually Handicapped
397 Azalea Avenue
Richmond, VA 23227

VIRGIN ISLANDS
Division of Vocational Rehabilitation
Department of Social Welfare
P. O. Box 550
St. Thomas, VI 00801

WASHINGTON
Division of Vocational Rehabilitation
State Office Building, #2
Department of Social & Health Services
P.O. Box 1788 (MS 21-C)
Olympia, WA 98504

Department of Services for the Blind
921 Lakeridge Drive, 2nd Floor
Mail Stop SW-21
Olympia, WA 98502

WEST VIRGINIA
Division of Vocational Rehabilitation
State Board of Vocational Education
State Capitol Complex
Charleston, WV 25305

WISCONSIN
Division of Vocational Rehabilitation
Department of Health & Social Services
1 West Wilson, 8th Floor
P.O. Box 7852
Madison, WI 53702

WYOMING
Division of Vocational Rehabilitation
Department of Health & Social Services
326 Hathaway Building
Cheyenne, WY 82002

E. THE RANDOLPH-SHEPPARD VENDING FACILITY PROGRAM

The Randolph-Sheppard Act authorizes a program which provides gainful employment for blind individuals by operating vending facilities on federal property. The program was established in 1936 by PL 74-732 and amended by PL 83-565 in 1954. The Act was again amended in 1974 by PL 93-516 to establish a priority in the employment of state-licensed blind vendors to conduct businesses on federal property. Several key provisions of the 1974 amendments are:

a) Blind vendors have a priority, not just a preference, in operating vending facilities and in the award of contracts for cafeterias.
b) Every new or renovated federal property and federal agency-occupied building is required, where feasible, to have one or more sites for blind vending facilities.
c) Job training, job mobility, and post-employment services are provided to blind licensees.

For more information on the Randolph-Sheppard Program, contact the Division for the Blind and Visually Impaired, Rehabilitation Services Administration, 330 C. Street, SW, Room 3216 Switzer Building, Washington, DC 20201. Phone (202) 732-1316.

III. TRANSITION WITH ONGOING SERVICES (SUPPORTED EMPLOYMENT PROGRAMS)

"Making this pathway a viable transition alternative involves establishing local services and supportive policies that allow combinations of work opportunities and ongoing support. Such 'supported employment' programs could occur in a variety of circumstances: in an industry like that mentioned above, where a small group of disabled workers receive supported supervision; in dispersed individual placements in a community, with publicly-funded support staff rotating among sites; in a mobile crew that works in community settings; or in a former day activity program that operates a business that is successful enough to offer full-time employment opportunities to participants. In each case, individual participants should enjoy the full range of employment benefits mentioned above."[4]

A program qualifies as supported employment if participating individuals are engaged in employment which creates goods and services that have economic value and for which the employer pays wages. A participant must require ongoing support which is expected to endure through the period of employment. Participants must also have some demonstrated opportunity for social interaction with persons without disabilities who are not paid caregivers. Supported employment programs can be evaluated in terms of the level of wages and employment benefits, such as job mobility, advancement, and security received by employees with disabilities.

A. NATIONAL PROGRAMS

Three supported employment programs which are national in scope are:

1. The Wagner-O'Day Act, as amended

   "This Act establishes a program under which federal agencies may procure selected commodities and services from qualified workshops serving blind and other severely handicapped individuals. The program's objective is to increase employment opportunities for such persons."[5] Procurement is directed by the Committee for Purchase from the Blind and Other Severely Handicapped. This committee is responsible for determining which commodities and services are suitable for procurement from qualified nonprofit agencies, publishing a list of such goods

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[4]Will, Madeleine. Bridges from school to working life. Programs for the handicapped, Mar./Apr. 1984: 1-5.

[5]Wagner-O'Day Act. In Summary of existing legislation relating to the handicapped. Washington: U.S. Department of Education, 1980. p.128.

and services, determining fair market price for items and services on the procurement list, and revising prices as market conditions change. The Act originally authorized purchase from workshops for the blind, but amendments to the Act in 1971 extended authority to workshops for other severely handicapped persons.

2. National Industries for the Blind (NIB)

NIB was established in 1938 to act as the designated liaison between workshops for the blind and federal government procurement representatives (Committee for Purchase from the Blind and Other Severely Handicapped). Its main functions are to allocate government purchase orders among qualified workshops and to provide training and consultation to workshop boards and personnel. About one hundred workshops are associated with NIB and their activities involve producing goods and services for private industry and government.

3. National Industries for the Severely Handicapped (NISH)

NISH was organized in 1974 to act as the designated liaison between workshops and federal procurement representatives (Committee for Purchase from the Blind and Other Severely Handicapped). Its major functions are to identify commodities and services which are feasible for production in sheltered workshops, to assist workshops in meeting legal requirements, and to evaluate and assist individual sheltered workshops to produce and manage federal contracts. More than eight hundred workshops are associated with NISH.

B. LOCAL PROGRAMS

Information about local supported employment programs and projects is available from the Virginia Commonwealth University Rehabilitation Research and Training Center. The Center provides research and training related to employment of persons who are severely disabled and mentally retarded. Research and training activities relate to successful and continued job placement, job-site training, and follow-up services provided in conjunction with local adult programs, sheltered workshops, and secondary special education programs. For further information about various supported employment programs contact Rehabilitation Research and Training Center, Virginia Commonwealth University, 1314 West Main Street, Richmond, VA 23284. Phone: (804) 257-1851.

Three examples of local supported employment programs are:

1. Specialized Training Program (STP)

The Specialized Training Program at the University of Oregon has developed four employment models designed to provide opportunities for access to employment for all individuals with severe handicaps. STP employment projects assist

states and communities in developing employment options by implementing the models. Types of jobs included in the models are those in the electronics industry, food services, custodial and grounds maintenance, and community service agencies. The models each focus on wages and work-related benefits to participants, and strive to enhance social integration while providing the intensity of support required to sustain employment. For further information contact Specialized Training Program, 135 Education Building, University of Oregon, Eugene, OR 97403. Phone: (503) 686-5311.

2. Vermont Employment and Training Program

The state has developed four separate employment and training programs for individuals classified as mentally retarded and severely disabled. Each program is expected to provide competitive employment placements for twelve individuals each year. Approximately one-half of the jobs are in the service occupations of custodial or food service. Intensive on-the-job training is given to assure that all requirements of a position are met. The programs assist individuals to become more independent in residential and social situations. For further information contact The University of Vermont, Center for Developmental Disabilities, A University Affiliated Facility Satellite, College of Education and Social Services, 499C Waterman Building, Burlington, VT 05405.

3. Virginia Beach Adult Services

The Virginia Beach Adult Services is a training/employment program for adult residents of Virginia Beach who have mental and physical disabilities. The vocational program is an integrated system providing training and job opportunities to participants regardless of their level of functioning. There are four levels through which participants progress until allowed to work in competitive employment. For further information contact City of Virginia Beach, Virginia Beach Adult Services, 3500 Virginia Beach Boulevard, Malibu Towers, Suite 310, Virginia Beach, VA 23452.

IV. SERVICES AND OPPORTUNITIES RELATING TO ALL THREE TRANSITION MODELS

Transition from school to working life is a process using a wide array of opportunities, experiences, and services that lead to successful employment. Since these vary among individuals and communities, programming for transition involves using different kinds and amounts of support with different individuals so that each has an opportunity for employment. As disabled persons move from school to work, transition opportunities, experiences, and services must be well coordinated. Many of these experiences and services can be established within all three transition models.

A. JOB ACCOMMODATION: ADAPTED AND SPECIAL EQUIPMENT

Job accommodation to suit the needs of individual disabled workers may require minor modifications to the physical environment or in work procedures. Many devices and tools, particularly in the computer field, are currently on the market to aid in matching skills of the disabled person with the requirements of a specific job. Listed below are selected examples of these types of devices. Further information about this equipment can be obtained from the publications listed in the section following this one.

1. Equipment

a. Computer Devices

Braille Printers
These devices produce hardcopy braille output from a computer. With appropriate software, they can produce two-dimensional graphics, such as maps, charts, and diagrams.

Braille Translation Software
These programs instruct computers to transcribe material from print to braille. Output may be either to a hard copy brailler or to a braille cassette machine. The software may also have the capability of reverse translation to enable a blind person to prepare text on a braille keyboard and to have it transcribed into print by use of a computer interfaced with an ink printer.

Paperless Braille Machines
These devices record and store braille electronically. Braille is keyed into the machine and can be retrieved in a braille display. The device can be used to perform word processing functions and as a computer terminal.

Talking Terminals
These terminals contain hardware and software to perform the ordinary functions of terminals inputting and retrieving data from a host computer. A speech synthesizer (converts digital information to recognizable speech) is used to input and retrieve text from a computer. Some terminals have editing capabilities which enable text to be changed before it is transmitted to the host computer.

Speech Synthesizers
These devices convert digital information to recognizable speech. With appropriate software, these devices are connected to various types of computers to convert text appearing on a computer video display screen into speech.

Speech Output Software
This adaptive software is designed to run in a host microcomputer which has a voice synthesizer added. Programs instruct the microcomputer to perform special capabilities of the speech synthesizer and to perform other functions such as word processing, establishing address files, and accessing a remote computer.

b. Closed Circuit Television

These devices are designed to magnify printed material electronically. Their major components are a mounted camera, a self-contained light source, a lens capable of magnifying print, and a monitor.

c. Print Reading Systems

These devices recognize characters on a p[illegible]ted page and convert the images electronically to speech or tactile form to allow visually impaired persons immediate access to print material.

Kurzweil Reading Machine
This device reads aloud in a synthetic voice any print located on its scanner. It can be connected to a computer to provide speech output.

Optacon
Converts the image of a printed letter or symbol into an enlarged vibrating tactile form that can be felt with one finger.

d. Talking Tools

Equipment such as calculators, calipers, meters, and gauges are designed for voice and/or braille output rather than, or in addition to, visual display.

e. Telephone Devices

Amplified handsets increase the volume of voice received to enable hearing-impaired persons to use a phone. Touch-a-matic phones provide automatic recording and dialing of numbers to allow use by persons with limited mobility. Audio directories can be an aid to visually impaired switchboard operators.

f. Typewriters

A variety of braille, large type, and talking typewriters are available for visually impaired individuals. Some braille typewriters produce braille and print simultaneously on parallel lines. Talking typewriters voice every key and command, identify margin and tab locations, and read back the last few lines typed.

2. Selected Books and Periodicals

Information about special and adapted equipment for use on the job can be found in the following publications.

Books

Baruch College. Computer equipment and aids for the blind and visually impaired. New York: Computer Center for the Visually Impaired, 1985. 60p. Braille; large type. (Baruch College, Computer Center for the Visually Impaired, 17 Lexington Avenue, Box 515 NY 10010.)

Bowe, Frank. Reasonable accommodation handbook. Parsippany, NJ: American Telephone and Telegraph Co., 1983. 323p.

Gelter, Marjorie, comp. International directory of job-oriented assistive device sources. Marina del Rey, CA: Lifeboat, Inc., 1983. 194p. (P.O. Box 11782 90295.)

Gugerty, John, and others. Tools, equipment, and machinery adapted for the vocational education and employment of handicapped people. Madison, WI: Wisconsin Vocational Studies Center, 1981. 787p. (University of Wisconsin-Madison, 500 Lincoln Drive 53706.)

Institute for Information Studies. Rehabilitation engineering sourcebook. Falls Church, VA: 1979. (various paging) Supplements I and II. (400 North Washington Street 22046.)

RPG: Rehab Purchasing Guide. Fort Washington, PA: IMS Communications, Inc., 1982. (various paging.) (426 Pennsylvania Avenue 19034.)

Sensory Aids Foundation, comp. Sensory aids for employment of blind and visually impaired persons: a resource guide. New York: American Foundation for the Blind, 1978. 210p. (15 West 16th Street NY 10011.)

Periodicals

These periodicals are concerned with recent technology and its impact on disabled individuals.

Aids and appliances review. Quarterly. Free. Cassette, print. The Carroll Center for the Blind, 770 Centre Street, Newton, MA 02158.

BAUD (Blind Apple Users Discussion). Bimonthly. $18/year. Cassette. Audio-Tech Laboratories, 1158 Stewart Avenue, Bethpage, NY 11714.

Braille research newsletter. Semiannual. Inquire for price. Print. Warwick Research Unit for the Blind, University of Warwick, Coventry CV4 7AL, England.

Bulletins on science and technology for the handicapped. Quarterly. Free. Print. American Association for the Advancement of Science, Office of Opportunities in Science, 1776 Massachusetts Avenue N.W., Washington, DC 20036.

Closing the gap. Bimonthly. $18/year. Print. Budd Hagen, ed., P.O. Box 68, Henderson, MN 56044.

Communications outlook. Quarterly. $12/year. Cassette, print. International Action Group for Communication Enhancement. Artificial Language Laboratory, Computer Science Department, Michigan State University, East Lansing, MI 48824.

Lifeprints. 5 issues/year. $15/year. Braille, cassette, large type. Blindskills, Inc., P.O. Box 5181, Salem, OR 97304.

Link and go. Quarterly. $8/year. Cassette, print. Committee on Personal Computers and the Handicapped, 2030 West Irving Park, Chicago, IL 60618.

Rehabilitation technology review. Quarterly. Free to members; $25/year to others. Print. Rehabilitation Engineering Society of North America, 1101 Connecticut Avenue N.W., Suite 700, Washington, DC 20036.

Sensory aids technology update. Monthly. $30/year. Cassette, print. Sensory Aids Foundation, 399 Sherman Avenue, Suite 12, Palo Alto, CA 94306.

SIGCAPH newsletter. Quarterly. $22/year. Cassette, print. Association for Computing Machinery, Special Interest Group on Computers and the Physically Handicapped, 11 West 42nd Street, New York, NY 10036.

Smith-Kettlewell technical file. Quarterly. $8/year, cassette; $15/year, braille, large type. Smith-Kettlewell Eye Research Foundation, 2232 Webster Street, San Francisco, CA 94115.

Technical innovation bulletin. Quarterly. $15/year. Cassette. Innovative Rehabilitation Technology, Inc., 26699 Snell Lane, Los Altos Hills, CA 94022.

B. THE REHABILITATION ACT OF 1973, AS AMENDED, SECTIONS 501, 502, 503, AND 504, SUBPART B

One of the major purposes of the Rehabilitation Act of 1973 is to promote and expand employment opportunities in the public and private sectors for disabled persons. This goal can be accomplished through nondiscrimination, affirmative action, and reasonable accommodation.

Four sections of Title V of the Act have provisions to promote employment opportunities for handicapped individuals.

1. Section 501 establishes in the federal government an Interagency Committee on Handicapped Employees to provide a focus for federal and other handicapped employment and to review the adequacy of hiring, placement, and advancement practices of federal agencies. The intent of this section is to ensure that the federal government is an equal opportunity employer of handicapped persons.

2. Section 502 establishes an Architectural and Transportation Barriers Compliance Board whose function is to ensure compliance with the prescribed standards of the Architectural Barriers Act of 1968. The Board investigates and examines alternate approaches to architectural, transportation, and attitudinal barriers confronting handicapped individuals and determines measures to eliminate such barriers so that reasonable accommodation is accomplished.

3. Section 503 requires that any business receiving a federal contract of $2,500 or more annually cannot deny employment to applicants because of disability. Steps must be taken to recruit, hire, and promote qualified handicapped workers through an active affirmative action program.

4. Section 504 prohibits discrimination, exclusion, or denial of benefits to qualified handicapped individuals by any program or activity receiving federal financial assistance, including employment.

   Subpart B of this section applies to employment practices of recipients of federal financial assistance. Its provisions establish that "no qualified handicapped person shall, on the basis of handicap, be subjected to discrimination in employment under any program or activity to which this part applies."[6] The discrimination prohibition covers a wide range of employment activities such as hiring, promotions, rates of pay, job classifications, sick leave, and fringe benefits.

C.F.R. Sec. 84.11 (1984)

Recipients must make reasonable accommodation to the known physical or mental limitations of qualified handicapped applicants or employees, unless it creates undue hardship. Reasonable accommodation can include making facilities readily accessible to disabled persons, job restructuring, modified work schedules, adaptation of equipment and devices, and provision of readers or interpreters and other similar actions.

Recipients must also select and use employment tests or selection criteria that best ensure that test results reflect the applicants' job skills and aptitudes rather than reflecting any impaired sensory, manual, or speaking skill.

Compiled by:
Merrillyn Gibson
July 1985

Additional copies of this reference circular or any of the reference circulars listed below are available free on request from:

Reference Section
National Library Service for the Blind
and Physically Handicapped
Library of Congress
Washington, DC 20542

REFERENCE CIRCULARS

Becoming a Volunteer: Resources for Individuals, Libraries, and Organizations, 1981

Bibles and Other Scriptures in Special Media, 1983

Braille Instruction and Writing Equipment, 1982

Building a Library Collection on Blindness and Physical Handicaps: Basic Materials and Resources, 1985

Guide to Spoken-Word Recordings: Educational, Professional, and Self-Development Materials, 1983

Guide to Spoken-Word Recordings: Foreign Language Literature and Instruction, 1982

Guide to Spoken-Word Recordings: General Nonfiction, 1983

Guide to Spoken-Word Recordings: Literature, 1982

Information for Handicapped Travelers, 1982

Magazines in Special Media: Subscription Sources, 1985

National Organizations Concerned with Visually and Physically Handicapped Persons, 1983

Parents Guide to the Development of Pre-School Handicapped Children: Resources and Services, 1984

Reading Materials in Large Type, 1983

Reading, Writing, and Other Communication Aids for Visually and Physically Handicapped Persons, 1981

Reference Books in Special Media, 1982

Sources of Audiovisual Materials about Handicapping Conditions, 1985

Sports, Games, and Outdoor Recreation for Handicapped Persons, 1983

BIBLIOGRAPHIES

A series of bibliographies is also published by the Reference Section. The following titles are available free on request.

Accessibility: Designing Buildings for the Needs of Handicapped Persons, 1983

Attitudes Toward Handicapped People, Past and Present, 1984

Braille: History and Recent Developments, 1982

Gardening for Handicapped and Elderly Persons, 1981

Library and Information Services to Handicapped Persons, 1983

Mobility and Mobility Aids for Visually Handicapped Individuals, 1984

Reading Machines for the Blind: Devices for Converting Print to Braille or Speech, 1985

* US Government Printing Office: 1985-495-180